

Take 10 *and* Take Action

Take 10 minutes to inspect your workplace for safety issues related to equipment, housekeeping and other potential hazards.

1 Housekeeping

- Make sure that equipment is put away after use, dirt or debris is cleaned up after work is finished, and any cords or wiring isn't run across pathways or areas where people will be walking to prevent tripping hazards.
- If cords have to be run across a walkway temporarily, make sure to tape them down or otherwise mark them so that a passerby will be aware of the hazard.
- Make sure corridors, hallways and entrances are kept clear of storage.

2 Electrical Cords in Good Condition

- Electrical cords should be inspected before each use. Any cord that is cut or broken, has exposed internal wiring, bent or missing ground prong, or is twisted should be removed from service. Electrical tape is not a proper repair and does not provide an adequate level of safety to continue use of the cord.

3 Proper Use of Extension Cords & Surge Protectors

- Extension cords should only be used as a *temporary* means for plugging in powered equipment. Surge protectors must have a ground prong in good condition for use. Neither extension cords nor surge protectors can be plugged into each other, also known as "daisy chaining."

4 Broken Equipment

- All equipment should be inspected to ensure that it is in good condition. Any equipment that is found to be in any state of disrepair should be taken out of service until it is returned to proper working order.

5 Machine Guarding

- All machines should have the manufacturers installed guarding in place during operation. If a guard is damaged or missing it should be replaced by a manufacturer approved guard to ensure the safety of the operator and those working around the machinery.

6 Emergency Shower and Eyewash Stations (If Applicable)

- Safety shower and eyewash locations must be clear and free of items for full access at any time.

7 Waste

- Make sure waste is properly segregated. Refer to <https://sustain.princeton.edu/recycle> to determine what may be recycled.
- Laboratory waste must be appropriately labeled and securely closed when not immediately being filled.

8 Emergency Information

- Are emergency phone numbers posted on University telephones?
- Do building occupants know at least two exits from the building?
- Do building occupants know the designated assembly area after exiting the building?

9 Emergency Equipment

- Are fire extinguishers, fire alarm pull stations and electrical panels free from obstruction?

10 Material Handling Equipment

- Are hand trucks, carts or other material handling tools available for moving heavy items?